SCE Service Contract Review Summary Report - DSPD SFY 2008 - Short Form Division: Services for People with Disabilities Review Date: Reviewer(s): Reviewer(s): Compliance Ratings: Y = Yes; N = No; N/A = Not Applicable General Requirements & Performance Measures & Client Outcomes Compliance? (Yes / No / N/A) and Supervisor Check off Component Part II Scope of Work & Special Conditions Yes No N/A </ Comments **General Requirements** Coordinates the delivery of services & monitors Health & Safety per 7 program requirements: pages 1 to 16 1) Validates & Consults to recertify eligibility and/or modify existing assessments & service 2) Informs persons of available services & how to select providers 3) Helps persons obtain the services chosen 4) Regularly reassesses the status & needs of persons & suggests modifications 5) Helps persons gain access to Ut Medicaid State Plan & other resources 6) Determines & reports on the quality of the services delivered & takes the steps necessary to remedy any shortcomings 7) Provides discharge-planning services Contractor Qualifications: Licenses per UAC R501 and certified by DHS/DSPD; approved Medicaid Provider Admin Requirements: Personnel Policies & Procedures; job descriptions & documented staff evaluation Admin Requirements: Operating Policies & Procedures; staff & supervisory responsibilities during all hours of operation; emergency procedures Working Quality Monitoring Process Human Rights Plan; persons' rights, prevention of abuse, restrictions, team responsibilities Protective Service Investigations; supervision & cooperation Fatality Notifications & Reviews Annual review & renewal of Code-of-Conduct Non-profit - Board; membership Current Background Investigations-BCI, FBI, Abuse Registry-Licensing Contractor & Staff prohibited from acting as Guardians Incident Reporting per requirements Record Keeping: Personnel Records Record Keeping: Person's Records Record Keeping: Medicaid Records & F870 logs Reports per Schedule Completion of Discharge Procedure - 30 to 90 day

Component	Comp	liance?	Yes /	No.	/ N/A) and Supervisor Check off
Part II Scope of Work & Special Conditions	Yes	No	N/A	</th <th>Comments</th>	Comments
Staff Qualifications; demonstrate competency,				П	
education & training; supervision by QMRP and					
completion of DSPD certification course; staff					
ratio limits (1 to 3 supervision & 40 max					
caseload adjusted for supervision limits); 30					
hours relevant & DSPD approved documented					
annual training					
M-SCE Specific Service Requirements					
1) Validates assessments & Ids services &					
supports necessary for health & safety					
2) Provide choice of services & providers;					
sufficient info for informed choice & formulation					
of ISP					
3) Develop the ISP with complete & appropriate					
support strategies and budget					
4) Consult to modify assessments & resulting					
service needs; verify the appropriateness of					
person's plan and budget					
5) Provide information & advocacy services					
6) Assist to gain access to identified supports &					
services					
7) Monitor (interviews, direct observation,					
assessment) the provision & quality of services					
& supports; delivered as intended; documented					
billing supports; progress evaluations;					
Residential AT LEAST MONTHLY VIA FACE-					
TO-FACE visit and observation; Supported					
Living AT LEAST QUARTERLY					
8) On-going monitoring of health, welfare, and					
safety; modifying ISP & reporting significant					
changes to DSPD					
9) Timely Reassessing prescribed needs;					
services per assessed needs (amount,					
frequency & duration) & available regardless of					
place of residence					
10) Accurate case records & documentation					
11) Monitor provider's actual provision of					
services and reviewing payment requests for					
accuracy per budget allocations					
12) Ensure discharge planning and transition					
services					
13) Provide support coordination services					
during times of crisis or sentinel events					
Consolete Demon Control Division 100/10					
Complete Person-Centered Planning; ISP/AP,					
Behavior Support Plan, Psychotropic Meds					
Plan, staff instruction sheets, data collection &					
analysis sheets; effective client involvement;					
Support Strategies by provider; team					
membership and review at least annually					
Monitor Representative Payee activities per					
contract; review the monthly reports and take					
corrective actions as required; monitor for					
unapproved loans to/from the person					

Component	Compliance? (Yes / No / N/A) and Supervisor Check off					
Part II Scope of Work & Special Conditions	Yes	No		</td <td></td>		
Ensure Health & Safety requirements; routine						
and emergency care; reporting						
Ensure Health & Nutrition requirements						
Ensure provision of routine transportation						
Ensure Access to Community Services						
Staff Support is expected, based on						
caseload of 40 persons, that SCE services						
will average no less than 2.5 hours per						
person per month						
Worker separation for cause; notify DSPD;						
Compliance with de-certification by DSPD						
without eligibility for reinstatement unless						
reversed by appeal action.						
Provide support coordination services only in						
facility established for that purpose; not private						
residence of SCE or staff; telecommunications						
equipment dedicated exclusively for SCE						
services						
No conflict of interest in employment per						
contract						
Part III Performance Measures & Client Outco	mes					
Each individual will have all appropriate						
forms, will meet all timeframes and covers all						
elements involved in the service						
2) Quality Mgt System; ensure Person-centered						
Assistance, support request system, reporting,						
quality enhancement, training, record keeping						
per contract						
3) Copy of IBWS for funds control						
4) Monitor the person's Support Plan						
5) Client Satisfaction Survey					DSPD will include in next SAS survey	
Current Review Results:						
DSPD Issues:						
Follow Up to Previous Review & Results:						